

Lakeview Academy Board of Trustees

Agenda Packet for August 6, 2009

Study Items

PALS BCI Clearance



Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

Proposal Title: PALS BCI clearance - subsequent checks

Submitted by: DeAnne Monson

Sponsoring Administrator: Penny Ralphs

Proposal Abstract/details: In an attempt to ease the financial burden and time constraints on parent volunteers within the Lakeview Academy community, while attempting to maintain the safety of our children and the integrity of the PALS program, I would like to propose that BCI clearance be done initially for all parents wishing to be PALS II trained with all subsequent background checks, which are now required to be done every two years, be done by local authorities. This change to policy would go a long way to show parents that while we take seriously the safety of their children we also value their financial situation and their time commitments to Lakeview. Parents spending a day in their child's classroom may be of more value to us than requiring them to stand in line at BCI when the same end can be achieved on a local level.

Please provide information to the following questions:

1) Proposal supports the charter by..?(Please site reference page)

Supporting policy already in place regarding safety requirements for all parent volunteers trained in the PALS II program. The Charter states:

"Lakeview Academy will require all parents who have close and consistent contact with students to submit to a background check."

2) Are funds being requested? If so how much and from what budget category?

No

3) Does this replace a current program or policy? If so, please attach a red-line version of requested changes.

No – current policy reads: Volunteers at this level will be required to be fingerprinted and have a background check at their own expense. Complete detailed information regarding these procedures is available upon request. It doesn't outline in the policy the details of what agency will perform the background check & fingerprints.

If a new program/policy, please attach the policy or program proposal.

- 4) Please attach any other options that may be considered.**
- 5) Please attach any relevant information.**

2009-2010 Board Meeting Calendar



Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

Board Meeting Calendar for 2009-2010

August 6, 2009
September 3, 2009
October 1, 2009
November 5, 2009
December- No meeting
January 7, 2010
February – No meeting
March 4, 2010
April- No meeting
May 6, 2010
June 3, 2009



Family Handbook

Developing youth who are
CAPABLE
CONFIDENT&
CONTRIBUTING

Family Handbook

Tips for a Successful School Year

- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework. (See Homework Policy)
- Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior such as walking in the hallways.
- Help your child learn his/her address and telephone number.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep and a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.
- Outside activities will take place when the weather permits, so please dress your child according to the weather. A note from you will be required if your child should remain inside because of a physical condition.
- For a complete list of school policies please see the website:
lakeview-academy.com

Welcome

Welcome to Lakeview Academy. Our school administration, faculty and staff will work hard to provide you with an outstanding year of learning. We know all students will find Lakeview Academy the ideal caring environment in which to further their education. Lakeview Academy offers challenges and opportunities for every student through a variety of academic classes and enrichment activities. We look forward to an exciting school year as we help students meet their educational goals.

Our Mission

Our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development.

Capable: A student who is knowledgeable, inquisitive, and an open-minded problem solver.

Confident: A student who is able to approach situations with courage, integrity and a strong sense of self-worth.

Contributing: A student who is caring, responsible and proactive in his/her family and community.

Philosophy

Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the “basics” to establish successful, lifelong learning. We also believe that the school environment should be well rounded. Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below:

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

Personal Development- study skills, character development, social skills, and community service

Disclaimer

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, teacher, or a member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Parents and students agree to

abide by any additional policies as they are made known. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Parents will be notified if changes are made. The most current version of the policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Parents and students have the responsibility to read the handbook, become acquainted with its contents, and to abide by the policies as stated.

The ABCS of Lakeview Academy

A

Absence

Be sure to contact the school, by 10:00 a.m., whenever you know your child will be absent. The school phone number is (801) 331-6788. For your information, the following procedures are followed.

- A student is marked absent-excused when Lakeview receives a phone call or note from a parent verifying the child's absence for an excusable reason.
- A student is marked absent-unexcused if the school has been given no reason for the absence.

Arrival and Dismissal

Students may enter the building no earlier than 35 minutes before school begins (7:30 a.m.). Students **MUST** be picked up at the end of the school day by 3:15 p.m. In the event of an emergency, parents should call the school by 2:15 p.m. and make alternate plans for the student to be picked up. Students will NOT be allowed to use the office phone to make calls for last minute changes in plans for such things as play dates. Parents/Guardians who leave their children at school past 3:15 p.m. without making emergency arrangements **will** be assessed a fee as follows: \$10 after 3:15 p.m., \$15 after 3:45 p.m., and \$20 after 4:00 p.m. After 4:00 p.m. it is up to the discretion of the Director to contact the proper authorities. This fee also applies to extra-curricular activities: 30 minutes past due \$10.00 and 1 hour past due \$20.00.

Attendance

Lakeview Academy believes that school attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunity, a student must have consistent, punctual, daily attendance. Regular attendance and participation in class is essential for students to be successful and prepare themselves for the best quality of life. It is primarily the responsibility of the student to achieve daily punctual attendance as directed by the Utah Compulsory Education Act,

Utah Code 53A-11 (101-105) and Administrative Rules R277-4.8 and 607. Parents or guardians and school officials share a responsibility to make earnest and persistent efforts to ensure regular school attendance. A parent or guardian is always welcome and is encouraged to visit Ren Web or to call the school for current attendance and academic information regarding his/her student.

In order to support parents, students and administration in the earnest and persistent efforts in maintaining proper school attendance, the following guidelines are set forth:

- 1) Students are expected to attend class, on time, every day unless properly excused by a parents or guardian.
- 2) Teachers are expected to take daily attendance and maintain current attendance information.
- 3) Administrators are expected to provide parents in writing a copy of the school attendance policy.
- 4) Parents are expected to inform the front office and/or student's teacher(s) if the student will not be at school that day.
- 5) At the beginning of the year of when a new term or semester course starts, teachers are expected to issue in writing to parents Disclosure Documents that outline specifically the attendance and class participation guidelines of their class. It may include, but is not limited to how attendance will affect the student's grades as well as how make-up work will be handled in their classroom. This document will also be available on the teacher's web-site.
- 6) Administration is expected to ensure that accurate and up-to-date attendance information is available to parents on Renweb and at the front office.
- 7) Teachers are expected to contact the parent and/or guardian, using two forms of communication (i.e. phone call with a follow-up email) after three consecutive student absences.
- 8) In all cases of absence, including suspension and truancy, students will be required to make up work if assigned by the teacher. This would include, but not limited to tests, quizzes, papers, daily assignments, projects or other course work. A student's grade may be affected by participation as outlined in the Teacher's disclosure documents.

- 9) Excuses for absences typically include an illness, a family death, an approved school activity, an absences approved by the child's IEP or other accommodation plan, or any other excuse as established by the school administration.
- 10) Administration, teachers, parents, and students are expected to adhere to the guidelines and procedures as outlined in this policy.

Lakeview Academy has identified excessive absenteeism as 15 days per year (excused or unexcused) or significant portions of a day or class period(s). The school is committed in making a substantial effort in resolving attendance problems with the parents/students at the school level. The school will implement and document these earnest and persistent efforts in resolving a student's attendance problems by following these procedures:

1. Annual notification of the school attendance policies shall be provided to the parent/guardian(s) of all students at the time of registration.
2. Following the 5th absence in a year or in a given class/period, the teacher may again make a "personal contact" with the parent/guardian(s). If deemed necessary by the circumstances, a meeting may be held with the parent/guardian and teacher and /or a letter may be sent home. , At the meeting or in the letter, the parent/guardian and student will be provided information about the importance of school attendance and the legal implications of truancy. If necessary, part of the information provided shall include possible interventions to improve attendance. Administration and or teachers will document the date, time and method of communication for all interactions with parents regarding attendance
3. Following the 10th unexcused absence in a school year or in a class, the director may contact the parent(s)/guardian(s) to set up a meeting. School officials shall document or keep log entries of the time, place, etc. of this meeting. One or all of the following steps may be applied in this meeting.
 - A. Discuss the reason for excessive absences.
 - B. Develop a contract (attendance improvement plan) with parents and students.
 - C. Discuss make-up work, remediation, summer school, etc.
 - D. Request doctor's verification with specific dates for absences due to illness.
 - E. Indicate that other agencies (DCFS) or law enforcement personnel may be notified if attendance doesn't improve, including a "no judicial" referral to Juvenile Court or contacting DCFS.
 - F. The parents will also be given a copy of Utah State Law 53A-11-101 and 103.
4. Following the 15th unexcused absence in a given school year or class/period, a letter shall be sent and the parent/student shall be notified that the student has been excessively absent/truant and a "non-judicial" referral to juvenile authorities consistent with Section 53A-11-104 (6) shall be made by the individual designated by the school. Contact to DCFS for Elementary students may be made.

5. If the student's absenteeism still continues beyond the 15th unexcused absence after the "non-judicial" juvenile court referral, the school shall then make an "official" referral to the Fourth District Juvenile Court and /or DCFS.

6. The parent(s)/guardian(s) shall have the right to due process and have the right to appeal circumstances in regards to excessive absences and /or trancies, or possible court referral to the Board of Trustees. Parent(s)/guardian(s) have fifteen calendar days from the dated school notification (by mail or personal contact) to make an appeal.

7. Students who are absent for 10 consecutive days without communicating to the school the reason for the absence will be un-enrolled from the school records.

Prearranged Absences:

1. In an effort to promote and maintain a school culture that values excellent educational opportunities that exist during school hours; Lakeview strongly recommends and encourages families to plan vacations and outings in conjunction with our school holidays, thus ensuring that students are in school as often as possible. We are aware that circumstances may arise when parent(s) need to request that their child be excused from school for purposes other than illness, medical appointments, family emergencies, or death of a family member or close friend. These extended absences, longer than three (3) days, should be preapproved. An extended absence can be preapproved if the parent(s) contact the school administration and student's teacher(s) in writing or email at least 3 days prior to the event allowing enough time for the school administration, parent/guardian and teacher to collaborate to define the absence and provide reasonable make-up opportunities. The student is then responsible to complete and turn in the assignments in the agreed upon time frame. At the discretion of the administration, this collaboration process may be delegated to be handled strictly between the teacher and parent/guardian. Should this process for pre-approving extended absences not be followed, the absences will be counted as unexcused and consequences, if any for those unexcused absences may apply.

B

Becoming Ill at School

If a student becomes ill at school we will attempt to contact the parent or guardian. In the event that a parent cannot be reached, we will defer to the emergency contact list on file. In the event of a more serious emergency such as a suspected broken bone, if the parent is unavailable, the paramedics will be called. For life threatening situations, 911 will be contacted before attempt to contact parents/guardians. Lakeview Academy administration and staff members are not permitted to transport students

Birthdays

Parents may recognize their child's birthday at the end of the school day (2:00 pm). Prior notice to the teacher is required and appreciated. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade.

C

Cafeteria

Lakeview Academy is pleased to offer nutritious meals to our students. Breakfast is available daily from 7:30 am – 8:00 am Monday thru Friday for \$1.00 per student. Lunch is available daily beginning at 11:00 thru 12:45 for \$2.10 per student. Adult meals are available for purchase for \$2.65. Students qualifying for the Federal free and reduced program will pay \$.30 for breakfast and \$.40 for lunch.

In order to provide this service, we ask that each family keep their account current. Students with no money in their lunch account will only receive milk and crackers at the cost of \$.40 until the family credit limit has been reached. The limit for each student is \$4.20.

Monthly lunch menus can be found at www.lakeview-academy.com

Calendar

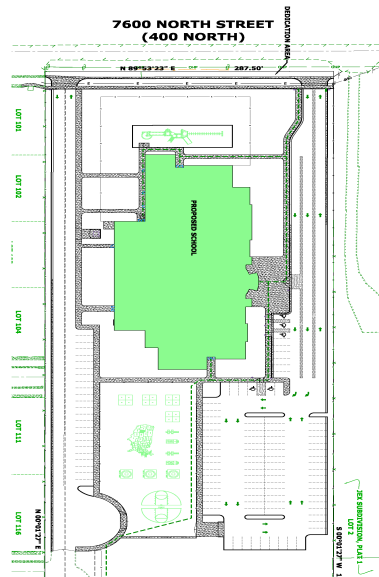
The academic school year calendar is available on our web site. Additionally, a monthly calendar is available on the web site. This calendar lists all committee meetings and special events. Any changes to the calendar must be submitted to the Administrative Assistant for posting. The Board of Trustees must authorize changes in school days.

Canceled/Bounced Checks

Checks sent for payment of expenses are subject to a \$25.00 bounced/returned check fee or the maximum allowed by law and may be subject to collections.

Carpool

Joylin and Mandee will insert the carpool plan



Character Education

Lakeview Academy will reinforce the school mission of developing Capable, Confident, and Contributing students through the character education program. Positive character education will be taught through stories, role-play and teamwork exercises, service projects, and reflection activities with a strong emphasis on study of historic and everyday heroes. The elementary school follows Coach Wooden's Pyramid of success located in the student planner. Middle school students follow Sean Covey's "7 Habits for Highly Effective Teens".

Cheating

See Lakeview Academy Code of Conduct and Discipline Policy

Check-in and Check-out Procedures

If a student will be arriving more that fifteen minutes late (after 8:20 a.m.) the supervising adult must personally escort and sign the student in at the front office. If it is necessary for a student to leave school during the school day, a parent/guardian or designated person on the emergency card must sign the child out at the front office. In the interest of student safety, please be ready to show photo identification when requesting to have contact with a student.

Chronic or Serious Conditions

Chronic or serious conditions such as diabetes, epilepsy, asthma, allergies etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration card. Pursuant the Utah State Law, some medical conditions may require parents to provide additional information. If your child suffers from a medical concern, please contact the office immediately so we can be prepared to respond appropriately if a situation arises.

Class Size

Our class sizes are limited to 25 pupils per class. Exceptions may be made for certain electives to build adequate program.

Closing of School

If the school is to be closed or delayed due to storms, road conditions, etc., detailed information will be available on our website (www.lakeview-academy.com). Information will also be emailed via Ren Web and a recorded message will be available on the phone system at the school. The recorded message can be reviewed by dialing 801-331-6788.

Clubs/Organizations

After school clubs and programs may be available as student interest and needs arise. These programs are provided by volunteers who are fingerprinted and background checked before they are allowed to interact with our students. Volunteers are crucial to student success and such programs are organized to meet the varied interest of the students.

Students staying after school for enrichment, academic support, clubs, or other activities are required to sign in with the sponsor. The sponsor of the organization is responsible for the student. Students wishing to participate in after school programs are responsible to provide their own transportation to and from such activities. Parents must be prompt in picking their children up from such activities. Students who are consistently late being picked up may lose the privilege of participation and or be charged a late pick up fee. (see arrival & dismissal). For more information on school clubs/organizations please see the extracurricular policy, and the extracurricular participation policy.

Cold Weather

Since fresh air and exercise are two very important aspects of a healthy life style, elementary students are taken outside each day. If the teacher determines that the weather is inclement, students may have indoor recess. In addition, all students K through 9th grade will have outside physical education activities at the teacher's discretion. Students must dress appropriately.

Community Service/Outreach Programs

Service learning is a fundamental dimension of the Lakeview Experience. Students will participate in individual and grade level service projects throughout the school year.

Parents who are aware of service opportunities in our community are encouraged to tell their student's teacher(s).

Confiscated Items

Any item determined by faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent will be contacted and must pick up the item from the school office. Any item confiscated more than once during the school year, may be kept by the administration until the end of the school year and picked up by a parent at that time.

D

Discipline Policy

Insert Discipline Policy here

Donations

Lakeview Academy greatly appreciates donations from parents, extended family, and friends. We are very grateful for monetary donations or donations of educational materials, software, games, books, puzzles, and equipment for our office and classrooms. We have a wish list posted on our website or you can discuss a need with your student's teacher or the Director(s) of Lakeview Academy.

Standardized Dress Policy

Dress Code:

Insert dress code policy here

E

Elevator

The elevator is available for physically challenged individuals. Teachers can use the elevator at their discretion. Students in need of the elevator will be issued a key for the time period of their handicap. Students who misuse the elevator will be discipline and may lose the privilege of using it in the future.

Emergency Cards

All Emergency information forms for each child will be updated in the fall to be completed by the parent/guardian. The school will use this information if your child becomes ill or is injured at school. The person you designate may be asked to pick up and care for your child if you cannot be reached. **It is the responsibility of the**

parent/guardian to notify the school of any changes to home phone numbers, or contact names and phone numbers. If a child is in need of immediate medical assistance, they will be transported by ambulance to the nearest medial facility.

Emergency Drills

As an important safety precaution, fire, earthquake and other emergency drills will be held at regular intervals as required by law. Instruction in safety procedures is given in all classrooms by the teacher at the beginning of the school year and reviewed periodically. It is essential that when the signal is given that everyone in the building obey the orders promptly. Please do not attempt to check out your student during the rehearsal of these drills. Please do not park in front of the school, or enter school parking lots as this will prohibit emergency vehicles from being able to access the building.

Extra-Curricular Participation Policy

Insert extra curricular participation policy here

F

Family Education Rights and Privacy (FERPA)/Protection of Pupil Rights Amendment (PPRA)

Lakeview Academy has adopted policies for student records and information consistent with FERPA and PPRA, 20 U.S.C. 1232 g. For more information see the school website or check with the office.

Fees (Middle School)

Middle school fees will be assessed in the amount of \$95.00 per student. The breakdown of assessed fees is as follows:

\$20.00 Elective fee
\$5.00 Planner fee
\$10.00 Computer use fee
\$60.00 Activity fee

*Students who qualify for free or reduced lunch may be eligible for a payment program, reduced fee or a fee waiver. See office for details.

**Clubs and sports fees will be assessed at event registration.

Food/Drink

Food and drink are permitted only at lunchtime and in the designated eating areas, except as part of a teacher-directed activity.

Fund Raising

Lakeview will pursue several fundraising avenues including grant writing, special events, and donations (both monetary and of educational items from businesses and individuals), and ongoing fundraising efforts such as:

1. Box tops for education -- Students can turn in box tops in their classrooms. A monthly contest will be held to see which classroom can turn in the most box tops.
2. Smith and / or Albertson's "Earn & Learn" program -- Interested parents will need to re-enroll each school year.
3. School logo apparel -- Available for purchase on the school web site.

H

Homework

Lakeview believes that homework is a valuable tool in helping students make the most of their experiences at school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons and tests, teaches responsibility, helps develop positive study habits, and allow students extra time to complete unfinished class work. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience. The following outlines the responsibilities for each party:

Teacher's responsibilities:

1. Provide approximately 10 minutes of homework material Monday through Thursday per grade level as determined by teacher and student need. (i.e. 10 minutes for 1st grade, 30 for 3rd grade, 60 minutes for 6th grade for upper grades, reading requirements may be achieved within the regular time required to complete other assignments)
2. Make sure students understand and know how to complete assignments independently.
3. Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' responsibilities:

1. Be sure they understand the assignments.
2. Complete the assignments. This includes any unfinished classroom assignments from that day.

3. Turn assignments in by the specific date due.
4. Complete 20 minutes of reading per day.

Parent's Responsibilities:

1. Help set up a consistent organized place for homework to be done.
2. Help your student establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activity.
3. Encourage, motivate, and prompt your student, but do not do the homework for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

Hours of Operation

School hours will be from 8:05 a.m. to 2:45 p.m. Monday thru Thursday for both elementary and middle school students. The first bell will ring at 8:00 a.m. and the late bell will ring at 8:05 a.m. AM Kindergarten hours are from 8:05-10:50 a.m. and PM Kindergarten is from 12:00 p.m.-2:45 p.m. Monday thru Thursday. Friday school hours are from 8:05 a.m. to 12:30 p.m. for both elementary and middle school students. Friday AM kindergarten hours are 8:05 a.m. – 10:05 a.m. and PM Kindergarten hours are 10:30 a.m.-12:30 p.m. School office hours are from 7:30 a.m.-3:30 p.m. Monday through Thursday and 7:30 a.m.-1:30 p.m. on Friday. The school office can be reached at (801) 331-6788.

I

Items from Home

Occasionally a teacher may ask that students bring things from home for a class as a learning experience. We ask that students do not bring other things from home unless specifically asked to do so. The school cannot assume responsibility for any items brought to school. We ask parents to be observant in making sure that when valuables are brought to school, they are brought to the teacher for safe keeping. Valuables should never be left in the students' desk or lockers. If you feel your property has been stolen, contact an administrator; however, there is no guarantee your property will be recovered.

L

Library Gift Policy

Lakeview Academy will accept gifts of books and other materials with the understanding that the library staff may make whatever use of the materials they feel appropriate, including disposal.

Library

Library materials may be checked out only by the students, library aides, and paid employees of Lakeview Academy. They may be checked out for a week at a time and must be checked out through the automation system. Each student may check out one book per week. This number may be adjusted at the discretion of the school librarian as library resource numbers allow. Patrons are responsible for the materials they check out of the library. The computerized system does not permit books to be checked out to anyone having overdue books, and patrons will be charged for lost or damaged materials.

Lice

Lakeview Academy has a "no nit" policy. This means that a student will be sent home if there are any nits or lice found in a student's hair. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, Lakeview Academy Charter School reserves the right to discretely check students' hair for evidence of lice. Parents may choose to not have their child's hair checked at school, but must provide a medical check-up to confirm that there is no evidence of infection. They may also request to be present at the school when their child is checked.

Lockers (Middle School)

Many students are given the privilege of being assigned a specific locker in which to store school materials and personal property during school hours. Students are allowed and encouraged to keep their assigned lockers secure and locked to safe guard their belongings. However, students must understand that it is not the intent of the Lakeview Academy to relinquish its exclusive control over lockers. **All lockers are and shall remain the property of Lakeview Academy. Students shall have no expectations of privacy in their lockers. Students are hereby notified that all authorized school employees and officials may inspect students' lockers at any time, for any reason.** In order to be granted the privilege of having the use of a school locker, every student at the beginning of each school year will be required to sign an acknowledgement which asserts that they have reviewed the locker search policy and they understand they have no reasonable expectations of privacy in their assigned locker. Students are not allowed to share lockers or use lockers not assigned to them.

Backpacks are not allowed in the classroom at anytime and must be kept in the student's lockers.

M

Mail/Newsletter

Lakeview Academy will e-mail newsletters and other correspondences directly to the parent. Hard copies will be available in the office for those without internet access.

Contact the office if you would like to have the newsletter mailed to you at a cost of \$15.00/year.

Medication Policy

Insert policy here

P

Parent Involvement/Volunteer Hours

The active participation of parents is vital to the success of Lakeview Academy. We believe that most parents seeking a charter school understand and have a strong desire for more involvement in their child's education. In general it is expected, that our parents volunteer of their time to be actively involved in the school. We will suggest parents perform approximately four hours of school volunteer service per month and actively participate on one committee. Lakeview Academy's structure is organized so that parents may have more involvement in the school. Please be sure to record your service hours on Ren Web. Lakeview Academy reserves the right to not grant teacher requests to any family who has not volunteered a minimum of 4 hours a month.

Pals (Parent Assisted Learning System)

Insert pals policy here 1st 4 paragraphs

Parent-Teacher Conferences

Parent Teacher Conferences will be held two times a year. This is a time when parents and teachers talk about the students' progress in the school and their individual needs. **Attendance is crucial!** Reasonable effort will be made to arrange for conferences at the parents' convenience. If you need to meet with your teacher more than twice a year or if a problem arises please contact the teacher to set up an appointment. Parents may ask for a conference at anytime.

Phone Use

Students may use the telephone provided in the main office as long as the situation is deemed necessary by faculty or administration. Phones may not be used to arrange "play dates". Please make all arrangements that may differ from your student's normal routine, before arriving at school that day. Interrupting a class to deliver a message disrupts the educational environment. If you need to speak to your student's teacher, please do so before or after school, via email, or voice messages. Teachers may not be interrupted during the day as they maintain a very tight schedule and their breaks from their classroom are to be used as respite and class preparation time. Please avoid calling the office during carpool times as this limits our ability to focus on getting your children out the door in a safe and orderly manner.

Physical Education Lockers and Showers

Physical Education lockers will be assigned in the appropriate locker room. All problems should be reported to the instructor immediately. Physical Education is planned to teach you about fitness and athletic activities. Middle school students are required to dress for class. The PE uniform consist of shorts or sweats that are predominately blue with no logo except the board approved school logo. Shoes must be athletic style with non-marking soles. T-shirts must be grey with no logos except the board approved school logo. Showers are available, but not required. If your student desires to shower they must bring their own supplies such as soap, towel, etc.

Positive School Climate

Lakeview Academy teachers have the right to maintain a safe, orderly, academically focused positive classroom environment. Students who openly defy the teacher's instructions, or disrupt the educational environment of another student will be removed from the classroom to the office immediately. Some examples can include:

- Challenging teacher's authority
- Refusal to cooperate or perform a task
- Refusal to do an assignment
- Inappropriate language
- Non-compliant or disgruntled attitude

R

Report Cards/Grading Policy

Report cards are produced at the end of every term. Grading scales are located on the reverse side of student report cards.

S

School Committees

Lakeview Academy currently has five main groups of volunteers working toward Lakeview's success. The committee's responsibilities are listed on the website. Parents are encouraged to volunteer their time on one of the committees listed below.

- School Life
- Academic Elementary or Middle School
- Fundraising
- Public Relations
- Volunteer

If you have questions about specific committees, please visit our school website for details.

School Governance

Board of Trustees

The Board of Trustees is responsible for the overall operation of the school and its financial viability. Any authority not mandated by statute or State policy either resides with the Board of Trustees or is delegated by the board. The Board of Trustees may choose to withdraw decision-making authority and/or management responsibility of a subordinate(s) from an individual or group to whom authority has been delegated.

Screenings

Kindergarten vision screenings will be conducted by the staff during the school year. Students are required to have medical checkups before entering kindergarten.

Search and Seizure

Assigned student lockers and desks are the property of the school and may be inspected at any time for any reason, without notice or student consent. Searches of personal possessions within a school locker may be done when there is a reasonable suspicion of a violation of law or school rules. Any materials considered to be against school regulations may be seized and returned at the discretion of the Director.

Selling Products to Students

Selling any product not approved by the Director(s) to students is prohibited on the Lakeview Academy Campus. Individual students may **not** sell items at school regardless of whether it is for personal profit or fund raising for a non-profit organization other than Lakeview Academy.

Site Advisory Council

The site advisory council is made up of group advisors, administrators, faculty, and staff of Lakeview Academy. The purpose of this council is to have parents and school personnel collaborate on school issues to ensure the mission and philosophy are effectively applied school wide.

Student Health

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.

T

Tardy

A student will be considered tardy if he/she is **not in his/her desk** when the late bell rings at 8:05 a.m. Students arriving after 8:15 a.m. must check in at the office to obtain a tardy slip before being admitted to the classroom. A parent must accompany and sign in students arriving after 8:20 a.m. This is for the safety of your child and to ensure that your child has been under proper supervision. Excessive tardiness may result in parent notification, restriction from participation in extracurricular activities, and/or referral to the Director(s).

Truancy

A student who is truant from either a class or for the entire day must see the director. Disciplinary consequences are up to the discretion of the director as outlined in the discipline policy.

V

Visitors and Volunteers

We enjoy our guests and encourage volunteers. **All visitors and volunteers must come to the front office upon arrival to receive an ID tag.** Lakeview Academy procedures require that guests not go beyond the front office until they are signed in. If parents or guardians wish to sit in a class to observe they are welcome.

Student Visitors

To provide for a safe environment, students are **not to have student visitors** attend school with them at any time during school hours. This also applies to after school activities. A school administrator must approve all exceptions.

W

Withdrawal/Transferring Students

If a student is transferring to another school, the parent should notify the school immediately. A withdrawal form (needing parent signature) will be generated, grades will be assigned, and textbooks and library materials collected. Student transcripts and health records will be forwarded, when requested, to the student's new school. We cannot send records with the family. In order to facilitate transfer of records, students not returning the next year need to withdraw prior to August 1.

Employee Handbook



Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

Lakeview Academy

Employee Handbook 2009-2010 School Year

Lakeview Academy
527 W. 400 N
Saratoga Springs, UT 84045
www.lakeview-academy.com

Mission Statement

Our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development.

Capable: A student who is knowledgeable, inquisitive, and an open-minded problem solver.

Confident: A student who is able to approach situations with courage, integrity and a strong sense of self-worth.

Contributing: A student who is caring, responsible and proactive in his/her family and community.

Philosophy

Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the "basics" to establish successful, lifelong learning. We also believe that the school environment should be well rounded. Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below:

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

Personal Development- study skills, character development, social skills, and community service

Non-Discriminatory Policy

Lakeview Academy admits students of any race, color, national or ethnic origin and honors all the rights, privileges, programs and activities generally accorded to, or made available to, students in the school. Lakeview Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic teams, or other school administered programs.

What is a Charter School?

Charter schools are public schools created by a group of parents, teachers and/or community leaders who see an educational need in their community and want to meet that need. To operate, charter founders must submit an application for approval by the State Charter School Board or the board of a school district. Like other public schools, charter schools serve students from kindergarten through the 12th grade.

Charters schools offer parents and students additional choices about where students attend school and the school's curricular emphasis. They allow educators freedom to try new strategies to inspire students and to experiment with innovative ways of educating students. Also, charter schools allow individuals and organizations outside of the traditional education system to create and run public schools.

Responsibilities of the Board of Trustees

The Board of Trustees is responsible for the overall operation of the school and its financial viability. Any authority not mandated by statute or State or District policy either resides with the Board of Trustees or is delegated by the board. The Board of Trustees may choose to withdraw decision-making authority and/ or

management responsibility of a subordinate(s) from an individual or group to whom authority has been delegated. Some of the responsibilities of the Board of Trustees are:

- Guide and ensure the implementation of Lakeview Academy's charter
- Guide and ensure the success and mission of Lakeview Academy
- Approve the school's yearly goals and improvement strategies as established by the Director(s)
- Make all major school policies
- Conduct, manage, and control the affairs and activities of Lakeview Academy
- Establish rules, regulations, and policies
- Elect Trustees, appoint committees, and delegate authority
- Enter into contracts, leases, and other agreements which are, in the Trustees judgment, necessary or desirable in advancing the interests of Lakeview Academy
- Amend the corporation's bylaws as deemed necessary
- Hire employees and renew employee contracts
- Report to the State as required
- Oversee the Director(s) and the Lakeview Academy Site Advisory Council
- Manage any elections
- Manage conflict resolution of issues in the school community
- Monitor and measure the school's three year charter implementation plan, which will be developed by the school's director

Lakeview Academy Charter School Employment

The Employment Relationship

This general statement of policy applies to all employees of Lakeview Academy Charter School. By joining or continuing employment with the Lakeview Academy Charter School each employee agrees to follow official policies and practices which may be in force at any time.

- Unless otherwise provided in a written Employment Agreement, all employees should remember that the employment relationship exists by mutual agreement. Consequently, either party can terminate the employment relationship at will, at any time, with or without notice. This manual therefore does not constitute an agreement for continued employment or any employment of any length. No one is authorized to change that at will nature of the employment relationship unless it is done in writing and signed by the Director(s) and Board President.
- Lakeview Academy, operating through its Board of Trustees, may establish policies, guidelines, procedures, and regulations for the operation of Lakeview Academy. When Lakeview Academy, at its discretion, determines that progressive disciplinary steps or warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training, and discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure. The employees of Lakeview Academy understand and acknowledge that the Lakeview Academy retains its status as an at-will employer at all times.

Equal Opportunity Employment

Lakeview Academy Charter School is an equal opportunity employer. This means that employment decisions are based solely on qualifications for a specific position, and not on age, gender, race, color, ancestry, religion, sexual orientation, marital status, national origin, or any medical condition or physical or mental disability which does not directly affect a person's ability to meet the specific requirements of the position. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, advancement, training, transfer, discipline, layoff, and discharge.

- **Disabled Employees:** Lakeview Academy Charter School will make reasonable accommodations for disabled employees. If you require accommodation, it is your obligation to contact the Director(s). You will be asked to provide appropriate documentation.
- **Reporting Violations:** The equal employment opportunity officer is the Director(s). If you believe you have been discriminated against on any impermissible basis, including any of the bases

identified above, please report it immediately using the procedures for reporting complaints:

http://www.eeoc.gov/charge/overview_charge_filing.html

Full-Time Employees

Employees whose employment agreement schedules 32 hours or more of work in a given work week during the school year.

Regular Part Time Employees

Employees who are regularly scheduled a minimum of 20 but fewer than 32 hours per week during a 10 month period

Personnel Files

Employee files and benefit records are considered confidential.

Teaching Licenses

Teachers have been hired with current Education Licenses in the state of Utah, or Teachers have been hired with the understanding that they would pursue an ARL (Alternative Route to Licensure). Taking and passing necessary tests, and taking necessary course work to maintain this credential is the teacher's responsibility.

Teachers Responsibilities:

- Correct and updated personal information
- Social Security Card
- Picture ID
- Employment eligibility verification (I-9)
- Original copy of current contract
- Copies of all academic records, credentials, degrees
- Copies of current academic licensing
- Background check
- Enrollment into benefits program (as applicable)
- Other forms as necessary

Inspection of your File and/or Benefits Records

You may inspect your own personnel file by making an appointment with the Administrator and stating your desire to review your file. Files will be inspected in the presence of one of the employees of the office and may not be taken out of the office. Benefit information, such as sick leave records, personal days used, or hours worked may also be reviewed. The school will make all reasonable efforts to accommodate requests.

Hours of Work

Being on time for work is a professional responsibility. Please notify the office if you are going to be late. School operating hours are from 8:05-2:45, Monday-Thursday. Teachers are expected to be on campus and available from 7:30-3:15, Monday-Thursday (one-half hour before and after school hours). Friday schedule will be from 7:30 – 1:00. Wednesday professional development/collaboration meeting will be from 3-5 pm.

Concurrent Employment

Lakeview Academy has no objections to an employee holding another job as long as he or she can effectively meet the performance standards for his or her position at the school. However, concurrent employment is prohibited where there are conflicts of interest that could be unfavorable or damaging to the school and impede a teacher's ability to perform his/her assigned duties.

Telephone Usage and Telephone Messages

We encourage you to use school phones and Ren Web to communicate with parents and for other necessary school business. These phone calls should be before or after school, during a lunch break, etc. Phone calls are inappropriate during teaching time. Please let the office know if you are making school-related long-distance calls.

Cell Phones:

We realize that everyone has one, and likes to have one to be available for family emergencies etc. However, ringing cell phones are disruptive to the learning environment. If you must carry one with you have it on vibrate and take the call at an appropriate time. Of course, in the case of an emergency, do what you need to do. Texting, games, watching videos, movies, etc. are inappropriate during school hours, and will result in a negative notice in your personnel file.

Messages:

Messages will be taken for you and placed in your box by the office personnel. In the case of an emergency the message will be delivered to you. Please limit calls coming to you during school hours to work related calls.

Phone Answering: When answering the phone, please remember that you are representing Lakeview Academy to the caller. Always answer the phone with a greeting, the name of the school, your name, and "How can I help you"

Student Use of Classroom Phones:

All office phones are reserved for business purposes. There is a student phone located in the lobby area. Students wishing to use the student phone need to obtain a hall pass before being sent to the office. The classrooms have phones and students are discouraged from using them except in the event of an emergency. Please let the office know if you are allowing a student to use a classroom phone.

Emergencies:

In the event of an emergency in your classroom, please call 911 from your classroom phone. It is not necessary to call the office first. Once 911 has been called, send a student to inform the office with details so they can contact parents and send appropriate staff to support. Someone in the classroom should remain on the phone with 911 dispatch until the paramedics or authorities arrive.

Blood borne Pathogens Exposure Control Plan

Universal precautions will be observed in this school to prevent contact with blood and other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Chemical Exposure

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at the school. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following controls will be used: gloves and hand washing.

Child Abuse Reporting

The Child Abuse Reporting Law requires certain professions, including teachers, school administrators, and any child care custodian, to report suspected abuse to the proper authorities. The reporting law requires the child protective agency first receiving the report to cross-report to other child protective agencies and to the district attorney. All reports are to be made by telephone immediately or as soon as practically possible and in writing within 36 hours using required forms. The Utah hotline number for reporting abuse is: 800-678-9399. The administration may assist with this process; however, you are the only person that can fill out the written report. The legal responsibility of reporting ultimately falls upon the person who witnessed or suspected the abuse. Utah law 62A-4a-412 ensures that the anonymity of those reporting or investigating child abuse or neglect shall be preserved.

Drug and Alcohol Free Workplace

It is the expressed policy of the State of Utah to create and maintain a drug-free workplace, as required by the Drug-Free Workplace Act of 1988. The illegal possession or sale of alcohol and other controlled substances on school property is prohibited. Furthermore, employees may not report to work under the influence of such substances. Any employee violating these standards is subject to disciplinary action up to and including termination.

Smoke Free Campus

Lakeview Academy is a smoke-free campus. Staff, parents or visitors are not allowed to smoke anywhere on the school grounds. Additionally, smoking is not permitted while supervising the children in a school-sponsored off-campus activity. Violators will be subject to state laws.

Emergency Plan

While we do not expect a natural disaster (such as an earthquake) or man-related disaster (such as a chemical spill) to occur during school hours it is nonetheless necessary that we establish a plan for operation under such conditions. A copy of the School Emergency Plan and Procedures will be available in the office and in each classroom. In addition, a campus exit route map is posted in each classroom above the light switch. Please see emergency plan binder for more information

Fingerprints: Utah Criminal History and National Child Protection Act Background Checks

Utah Law 53-10-108 allows qualifying entities to request Utah criminal history information. Public law 105-251, the Volunteers for Children Act which amended the National Child Protection Act of 1993, was enacted October 9, 1998 to allow these same qualifying entities the right to request fingerprint-based national criminal history record checks of their volunteers and employees. There are several options available. Please see the school secretary for more information

Professional Behavior and Communication

Professional behavior in regards to confidentiality includes:

- Conversations about student behavior, diagnosis or academic work are to be shared only with that student's parents, the Administrator or another teacher or staff member who is working with that student. Be careful, people will ask you for information that is confidential. Conversations containing sensitive information should be held in a private setting.
- Information in students' cumulative folders and records are confidential and available to the child's parents and Administrators only. These folders are available upon request and may not be removed from the office. There is a sign out sheet located in the front of each file to track who may be viewing the file. Please be sure to sign the form each time you review a student's file.
- All diagnostic information and medication information is confidential
- Communication problems or other issues that may occur between faculty members, parents, board members, and staff should be resolved directly with the persons involved and as soon as they occur. Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy.*
- Parents who bring problems to the director(s) about a teacher should be initially referred back to the teacher for communication about this problem. Parents who bring problems to the Teacher about the Director should be referred to the director. Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy.*

Child Custody Cases

Lakeview Academy cannot prevent (or physically restrain) a parent from removing a child from the premises unless we have a copy of a court order prohibiting it or, in our judgment, the child is in immediate danger of bodily harm. If we do have a copy of a court order, we are limited to explaining that the authorities will be called and the other parent notified.

Video Policy

Insert policy

Prohibited Items

- Any matter reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, sex, or occupation.
- Any sectarian or denominational doctrine or propaganda contrary to law.
- Material which contains or implies excessive violence, sexual situations, or improper language.

Supplies

Each new teacher will be outfitted with start up supplies as well as having access to general supplies and tools available in the work room such as butcher paper etc. Each teacher will have \$300.00 credit to purchase general supplies available through an order form located in the front office. Orders need to be received no later than July 30th to ensure pricing and availability for the beginning of school. If there is an additional need for supplies each teacher will have an additional classroom budget as determined by the board of trustees. For all needs above and beyond amounts allocated, an order must be turned in at the office for approval by administration. Please be frugal!

Copying Materials

We have copiers available to reproduce classroom materials. Please be frugal in the use of the copier while meeting the educational needs of the children. Remember it is Lakeview Academy policy to abide by all copyright laws. Please do not use the copiers for personal copies. Codes will be issued to track copier and paper usage. Personal copies may be made at the cost of \$.10 per copy. Please see the office before using the copier for personal use.

Lamination

There will be a clipboard located near the laminator for tracking usage. Please list the date, your name and footage used. Personal lamination can be done at the cost of \$1.00 per foot. Please see the office before using the laminator for personal use.

Personal use of printers is not permitted.

Animals in the Classrooms

Animals in the classroom must have the director(s) approval. The following are some guidelines:

- Fish are acceptable as long as the tank is secure, cannot be tipped or pushed over, and as long as the teacher accepts responsibility of care for the fish over long weekends. Hamsters, guinea pigs, etc. are not allowable.
- Animals may be brought into the classroom for a single day as a part of a specific lesson, but not kept overnight. Do not bring in animals that can bite, unless caged in a way that biting would be impossible.
- Small animals, such as silk worms, may be kept in the classroom if they are being used as a part of our adopted science program.
- Service animals and therapy animals may be brought in for a day with approval from the Administrator

Salary and Benefits

Holidays

Holidays are observed as per the current school year calendar. Paid holidays for contracted faculty members are built into their salary schedule.

Worker's Compensation Insurance

If you are injured on the job, your medical and hospital expenses and a portion of lost salary may be payable under Worker's Compensation Insurance.

Reporting an Injury

You are responsible for reporting any job-related injury to the office immediately.

- You will be asked to fill out a simple accident report form.
- You will receive a pamphlet which will give you additional information about your rights under Worker's Compensation Insurance.
- You should report any injury in a timely basis, even minor ones not requiring immediate medical attention, so that appropriate records can be kept. Should a minor injury develop into a more severe problem, you and the school may be in a better position to make a claim.

Returning to Work

If you have missed work due to a job-related injury, you must have a written release from your primary physician stating that you are able to return to work. Any restrictions placed on your activities may have to be assessed by your supervisor at the school prior to the school's approving your return. Employees may not return to work without such approval.

Insert Benefits Policy Here.

Absences

It is the responsibility of each employee to notify the office manager or administration if they are going to be absent. It is the responsibility of each employee to acquire their own substitute and supply that said substitute with plans and procedures to accurately fulfill their responsibility. It is also the responsibility of each employee to fill out a leave request at least 24 hours in advance where possible. If the absence does not have prior approval, a leave request must be filled out on the first day of returning to work.

Pay Practices

Payroll dates start on the first working day of September. After that you will receive a paycheck on the 1st working day of each month, for 12 months. Checks will be available for pick up in the office from the Business Manager.

Raises

Pay increases will be based on performance evaluations, cost of living increases, budget availability, and will be figured into subsequent yearly agreements.

Professional Development & In-service Training

Professional development and in-services training are scheduled throughout the year.

- Lakeview Academy is committed to supporting the professional development of all employees, both through providing activities at the school and encouraging participation in learning activities outside the school.
- The administration encourages staff to join technical and professional organizations and, consistent with the discharge of their duties to the school, to participate in the affairs of such organizations and to make advancements in their chosen field. The payment of dues for private membership in professional or technical organizations is the responsibility of the employee, unless the employee is selected by the administrator (director) to represent the school through an institutional membership of affiliation.
- Employees may apply for authorization to attend any type of professional or educational activity that will involve professional growth or help fill a need of the school. Travel and expenses will be reimbursed according to budgetary considerations as negotiated with the administrator (director). Requests to attend workshops must be approved by their immediate supervisor and certificates of completion must be handed in to the office. Employees who attend professional growth opportunities are expected to share materials.

Faculty Duties and Responsibilities

Teachers

The role of the teacher is to provide for children a high quality education, in an environment that is not only safe, but also in an atmosphere that understands disabilities and different learning abilities or styles and allows students opportunities to expand their educational horizons.

It is the obligation of the teacher to work in concert with the Director(s), Board of Trustees, and the State Board of Education. Teachers are to follow the guidelines, policies, and laws (including Utah State rule R277-515) as set forth by the Director(s), Board of Trustees, and State Board of Education.

The Teacher will report directly to the director over their respective school. The director will be responsible for the ongoing evaluation and adherence to the school philosophy and policies. The Educational Coordinator will be responsible for the monitoring of the classroom teaching and working with the Teachers to fully implement Lakeview Academy's charter and school curriculum.

Classroom Responsibilities

- To understand student learning needs.

- Never be alone with a student in a closed room or classroom; leave the door open, or meet in a place with others around.
- Doors should be locked whenever you leave your room.
- Students should NEVER be left in a classroom without adult supervision or placed outside the classroom door unless in direct vision of the teacher.
- If you have an emergency, send a monitor to get another adult to cover your class.
- Do not give keys to the students.
- Turn off lights whenever you leave your room.
- Use air conditioning and heating when needed making certain that you close the doors to conserve energy.
- General appearance of your room should always be neat and clean.
- Maintenance or repair problems should be reported to the facilities manager. Report all problems immediately before they become big problems.
- All requests or complaints regarding custodial services are to be made through the office in writing.
- Care of furniture--students are responsible for clean desks. Damage should be reported to the office. The student may be required to pay for repair or replacement of damaged items.
- You must keep all of the pathways in your classroom clear with no clutter as per the fire marshal.
- The primary responsibility of the teacher is to supervise the children in her/his care. Wherever they may be on campus, whether in the library, computer room or playground, your responsibility for their direct supervision remains. They can not be left in the care of a parent, unless the parent is PALS II certified. Please be constantly aware and vigilant in order to protect the safety and well-being of our students.

Curriculum Responsibilities

- To understand the complex learning patterns of children and to provide an academically rigorous education for each student at his/her learning level.
- To work with the Educational Coordinator and staff to develop and implement a school curriculum that reflects the school philosophy, addresses the educational needs of the students, as well as the Utah State Core Curriculum Standards in a thematic approach that allows teachers to teach and students to learn.
- To evaluate the individual needs of the students, develop an educational learning plan that addresses those needs and reflects the curriculum.
- **Lesson Plans: Daily lesson plans need to be available on Ren Web. Lesson plans need to be available for the educational coordinator or director upon request. Take care to include a clearly stated objective which is aligned with the Utah State Standards. Make it specific enough that if you were to suddenly become ill someone could teach from that plan. (Have emergency plans available in the front office)**
- Develop classroom thematic units for the entire school year.
- Textbook Procedures: Textbooks will be issued to each student through the teacher to be used in school. Students are responsible for the texts and are expected to maintain and keep them clean and damage-free. Teachers are responsible for the condition of textbooks in the classroom. For lost and damaged books, a letter will be sent home explaining the loss and cost of replacing the textbook. Upon receipt of the replacement cost, the student will be issued a new book. Direct all payments to the office. Teacher should keep accurate records of student book assignments and should perform an end-of-the-year inventory of texts books.
- Provide for classroom learning opportunities that are child-centered, age appropriate, and challenging for each student.
- Create a classroom environment that reflects enthusiasm for learning and the creativity of the teacher as well as the individuality of the students.
- Be available for faculty and team meetings as scheduled.
- Research and utilize the community resources available to the school and plan and organize field trips that are curriculum appropriate and expand the learning opportunities of children.

Communication Requirements

- To maintain a working knowledge of the school and be able to fluently answer questions regarding your programs, interventions, etc. If a teacher recommends a particular treatment, intervention, etc. the school can be held financially responsible for providing that treatment.
- Maintain communication with all parents. This communication may take the form of newsletters, phone calls, and special notes home. **Newsletters need to be sent weekly!**
- Parent Letters: A copy of any letters going out to parents should be reviewed by the Administrator(Director). Any letters sent home with your class or grade level, and especially letters about events or activities, should be given to the office staff. In order to field phone calls they need specific information so we can respond to parent inquiries. Please be consistent with this as it keeps us aware and able to support you
- Regularly schedule parent conferences, held twice a year during the school year, can be in tandem with IEP meetings or separately.
- **Parent Contact Logs:** You should keep parent contact logs to record contacts you have made throughout the year. This log should be kept in a location that is convenient for you. Positive phone calls to parents are very powerful communication links. When communicating with parents keep the overall tone of the conversation positive. If you must report something negative, preface it with a good comment. We encourage the use of Ren Web and email for parent communication.
- To communicate to students and parents the classroom expectations regarding academic performance, conduct, and classroom interaction with other students and the teacher. All teachers should send home a disclosure document the first week of school
- Student Portfolios/Assessments: You are required to comply with the current portfolio policy. Maintaining this evidence of student growth will enhance your communication with the parents and aid you in your lesson planning. To work with the parents in the development of an educational learning plan for the student and create some short and long term goals for students. Please see the portfolio policy for more information.
- To communicate with fellow teachers, respect differences, and learn from one another. Be a team player—part of the solution.
- Report Cards: Report Cards issued four times a year at the end of every quarter. However, parents are encouraged to schedule times to meet with teachers on a regular basis to discuss their child's progress. Weekly progress reports can be requested by asking the teacher. Please see report card guidelines in family handbook.
- To communicate professionally and regularly with the administrator(director), addressing any concerns directly with him/her.

Teacher Responsibilities: Discipline

- Create a classroom environment that establishes clear, consistent expectations for students.
- Display Classroom Rules in their classroom, keep it simple
- Support and enforce the School Wide Code of Conduct Discipline Policy.
- Corporal punishment is prohibited.

Additional Teacher Responsibilities

- Work with the administration in the preparation and execution of safety procedures: fire, earthquake, and other potential disaster situations.
- Work with staff in the maintenance of a clean, healthy environment.
- Be qualified in CPR and basic First Aid for children.
- Encourage parent participation in the classroom, volunteering, sharing particular talents, and sharing learning opportunities outside the classroom. To attend all regularly scheduled Faculty meetings and in-service training.
- Develop, in consultation with the Administration goals and objectives for each school year which become the basis for evaluation.

Ren Web

Grades must be entered AT LEAST weekly for grades 3-9. K-2 teachers are encouraged to enter grades as appropriate to ensure parent communication.

Additional Non-Instructional Duties

Duties teachers are expected to perform shall include but are not limited to:

- Promotional ceremonies
- Conference with administration
- Supervision of students before, during, and after school
- Faculty meetings/Staff meetings
- Parent Teacher Conferences
- Open House
- Back-to-School Night
- In-service Meetings
- Actively serve on one school committee.
- To receive semi-annual evaluations from the Administrator. This includes 2 formal classroom evaluations.
- To maintain an open classroom, understanding that the school has many visitors and that classrooms reflect who we are and what we do.
- To participate in general parent meetings and special evening presentations sponsored by the school.
- To exemplify the best ideals of the teaching profession.

Teacher Assistant Job Description:

Reports to: Teacher

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups of students to assist them in achieving the skill levels appropriate to their needs.

To assist the teacher in providing a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

- Work with individual students or small groups of students to reinforce learning or material or skills initially introduced by the teacher. These activities/instruction are outlined by the teacher.
- Supervises recess and lunch, as assigned.
- Assists with the supervision of students during emergency drills, assemblies, field trips, etc.
- Assists with large group activities as directed by the teacher i.e. reading aloud, math fact drills, etc.
- Keep bulletin board and other classroom learning displays up to date.
- Assist/supervises students in the media center and computer lab.
- Checks/corrects paper (minimal), run off papers (minimal), and supervises testing and makeup work, as assigned by the teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students and teachers as is expected of fully licensed teachers.
- Participates in staff development, as assigned.

- Assist the teacher in other areas, as assigned.

Other Policies

Attendance Records

- Daily Attendance: Teachers are required to take attendance daily. If a student comes in late and doesn't have a Tardy Slip from the office make a record of the tardy. Students having excessive tardies over 5 per quarter with no excuse should be referred to the office.
- Attendance sheets must be entered on Ren Web by 8:45 each morning for advisory classes and all of elementary. Middle school teachers must take attendance at the start of each class period
- Absences: Students are expected to bring an excuse note to the office on the day following an absence to receive an Admit Slip. Do not let a student into class without an Admit Slip. If the student brings in a note from the parent, send the note with the child to the office for an Admit Slip.
- Tardies: Students that arrive after 8:05 A.M. are marked tardy "TU" on the attendance record unless the student is accompanied by a note from the parent then "TE" is entered in the attendance section. Make sure students are aware of our tardy policy. Be consistent! Inform students that parents will be notified if they persist in being tardy. As a classroom teacher, you have the responsibility to encourage punctuality. A student will be considered tardy if he/she is not in his/her desk when the late bell rings at 8:05 a.m. Students arriving after the start of school (8:05 a.m.) must check in at the Main Office to obtain a tardy slip before being admitted to the classroom. A parent must accompany and sign in students arriving more than fifteen minutes late. This is for the safety of each child and to ensure that your child has been under proper supervision. Excessive tardiness may result in parent notification, restriction from participation in extracurricular activities, and/or referral to the director.

Care of Children in Case of Injury or Illness

First aid supplies are kept in the front office. The teacher may administer minor first aid. Depending on the nature of the illness/injury, a child should be accompanied to the office by a teacher or another adult or child for additional care as necessary.

Faculty Dress Code

Standards of Dress and Grooming: As fads and extremes of dress and appearance tend to attract improper attention to the individual, the Lakeview Academy requires its personnel to conform to standards that avoid extremes and exemplify personal cleanliness.

Faculty and staff shall be well groomed and expected to dress in a professional and appropriate manner. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school director

Guidelines:

- Whiskers: Neatly trimmed beards and mustaches.
- Hair: Must be clean and well-groomed.
- Clothing: Must be clean, neat and modest (no underwear, midriff showing). Cutoffs and/or "grubbie" clothing (including sweats) are prohibited. Casual wear, **including jeans may be worn to special activities as approved by the director.**
- Footwear: All personnel are required to wear appropriate footwear, no flip flops.

Faculty Meetings

Full faculty meetings will be held as needed. The purpose of these meetings is communication, curriculum discussion, in-servicing, and sharing information. It is the responsibility of all faculty to attend these meetings.

Homework

Lakeview believes that homework is a valuable tool in helping students make the most of their experiences at school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons and tests, teaches responsibility, helps develop positive study habits, and allow students extra time

to complete unfinished class work. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience. The following outlines the responsibilities for each party:

Teacher's responsibilities:

4. Provide approximately 10 minutes of homework material Monday through Thursday per grade level. (i.e. 10 minutes for 1st grade, 30 for 3rd grade, 60 minutes for 6th grade for upper grades, reading requirements may be achieved within the regular time required to complete other assignments)
5. Make sure students understand and know how to complete assignments independently.
6. Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' responsibilities:

5. Be sure they understand the assignments.
6. Complete the assignments. This includes any unfinished classroom assignments from that day.
7. Turn assignments in by the specific date due.
8. Complete 20 minutes of reading per day.

Parent's Responsibilities:

4. Help set up a consistent organized place for homework to be done.
5. Help your student establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activity.
6. Encourage, motivate, and prompt your student, but do not do the homework for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

In the event that a student does not complete homework or turn in classroom work, the student may be required to complete assignments at recess, or during enhancement Fridays.

Fundraising

Solicitations which come into the school, solicited or unsolicited should be reported to the Administrator. As a common courtesy, anyone who contributes money, gifts-in-kind, or special gifts to teachers should receive a thank-you note from both the school and the teacher. No request for funds should go to parents or to other members of the community unless first cleared through the Administrator. Please see fundraising policy for additional information.

Visitors/Volunteers

All visitors & volunteers must check in at the office. Even familiar parents who are volunteering in classrooms need to sign in at the office prior to entering a classroom. Visitors who do not have students at Lakeview Academy need to be approved by an administrator.

Arrival and Dismissal

Students may enter the building no earlier than 3515 minutes before school begins (7:350 a.m. for AM Kindergarten-8th grade and 11:30 for PM Kindergarten), unless they are participating in the breakfast program at 7:30. Students **MUST** be picked up at the end of the school day by 3:1500 p.m. In the event of an emergency, parents should call the school by 2:15 p.m. and make alternate plans for the student to be picked up. Students will NOT be allowed to use the office phone to make calls for last minute changes in plans for such things as play dates(see phone policy). Parents/Guardians who leave their children at school past 3:1500 p.m. without making emergency arrangements **will** be assessed a fee as follows: \$10 after 3:1500 p.m., \$15 after 3:45 p.m., and \$20 after 4:00 p.m. After 4:00 p.m. it is up to the discretion of the Director to contact the proper authorities. This fee also applies to extra-curricular activities: 30 minutes past due \$10.00 and 1 hour past due \$20.00..

Harassment Policy

Please see harassment policy on the website: lakeview-academy.com

Grievance Policy

Please see grievance policy on the website: lakeview-academy.com

Maturation Instruction

Growing Up Comes First is to be taught at three separate sessions when school is not in session with a permission slip required for each session. A board member or administrator will attend each session to make sure the integrity of the curriculum is maintained and followed. A two week window will be given to parents to view the curriculum before the date of the presentations.

Open Door Policy

Lakeview Academy has an Open Door Policy for parents whose children are in the program. An Open Door Policy is defined as a parent's ability to come to school during school hours at any time to check on the well-being of that parent's child.

Parent Teacher Conferences, SEP's, and SEOP's

Teachers will hold formal Student Education Plan (SEP) meetings twice per school year. The purpose of the SEP meetings will be to inform parents of student progress and to help set new goals as appropriate for the student. Additional SEP meetings will be held as necessary. Please use the appropriate SEP and SEOP forms.

Closing of School

If the school is to be closed due to storms, road conditions, etc., information will be available on our website (www.lakeview-academy.com) or a recorded message at the school. Please call (801) 331-6785.

Checking out of School Early

In an emergency, parents are welcome to check out student from school early. We ask that they call the school in advance if possible so that the administration can notify and prepare the teacher and child with a minimum disruption to the class.

Birthday Celebrations/Holidays

Parents may recognize their child's birthday at the end of the school day (2:00 pm). Prior notice to the teacher is required and would be appreciated. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade.

Discipline

Please see discipline policy on the website: lakeview-academy.com

Policies

For a complete updated list of school policies please see website: lakeview-academy.com

Disclaimer

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, or any member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Employees agree to abide by any additional policies as they are adopted. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Employees will be notified if changes are made. The most current version of a policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Employees have the responsibility to read and become acquainted with the contents of this handbook, the student handbook, the family handbook, add all policies listed on the web site and to abide by the policies as stated.

At Will Employment

Nothing contained in this Employment Handbook is intended to create, or can create, any contractual or other legal rights. Employment by the school remains at will. Any procedure or practice, whether set forth herein, or not, is employed at the discretion of the Board of Trustees and its designee(s). Either party may terminate employment at any time, with or without cause, warning, or notice. Nothing contained herein creates any expectations of continued employment.

I have read and understand the foregoing statement titled "At Will Employment."

_____	_____
Signed	Date

I have read and understand the Lakeview Academy Charter.

_____	_____
Signed	Date

I have read and understand the Lakeview Academy Employee Handbook.

_____	_____
Signed	Date

I have read and understand the Lakeview Academy Family Handbook.

_____	_____
Signed	Date

I have read and understand the Lakeview Academy Student Handbook.

_____	_____
Signed	Date

Please turn this page into the office to be kept on file at Lakeview Academy.

Computer Use Policy



Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

Policy Type: Required Policy
Policy Title: Computer Acceptable Use Policy

Lakeview Academy Student Computer Acceptable Use Agreement 2009-2010 School Year

Privileges

The use of school computers is a privilege and is an integral part of the educational program for all students. Computer services provided by Lakeview Academy are not intended for personal or private use. System administrators will determine appropriate use and access. Their decision is final, but can be appealed to the board. Students have no expectation of privacy of electronic data. System Administrators monitor, log, and may review any or all files and/or messages.

School Responsibility

Lakeview Academy takes student internet safety very seriously. Strict measures, such as internet filters are in place so that inappropriate material is not accessible to the students. 100% internet safety is not guaranteed and some content which may be offensive may still be accessible. Lakeview Academy makes no warranties, either expressed or implied, that the computer and/or network services provided through the school system will be error-free. Lakeview Academy will not be responsible for either accuracy/quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

Terms and Conditions include but are not limited to

Students will:

- Use computer equipment under supervision of or faculty or staff member.
- Respect and follow computer teacher/advisor instructions.
- Use computers to work on school related assignments only.
- Immediately report equipment failures to staff members.
- Immediately report any damage to any computer related equipment.

- Immediately report accidental access to unauthorized sites.
- Report unacceptable internet sites to staff supervisor.
- Follow basic net-etiquette and be a good network citizen.
- Only use computers during assigned class times. Computers are not available after school, during lunch or breaks.

Students will not knowingly use school computers, equipment, or facilities to:

- Engage in illegal activities defined as a violation of local, state, and/or federal laws.
- Engage in hacking activities in any form. This includes but is not limited to corrupting, destroying, bypassing built in filters, or manipulating system data or changing computer configurations, which includes modifying wallpapers, icons, desktop themes or styles.
- Access or distribute pornographic, obscene, or threatening materials.
- Erase, expire, or reset memory cache, web page links, or HTTP location history.
- Access any social networking, chat clients of any kind, including web-based clients.
- Use one's identity, misrepresent one's identity or use another's identity in any form of electronic communication.
- Communicate with vulgar, defamatory or threatening language, graphics, or artwork.
- Violate copyright or intellectual rights.
- Participate in electronic gaming of any kind, unless directed by faculty or staff in the pursuit of learning.
- Use of any instant electronic communication without adult supervision.
- Use email for any purpose other than school related activities.
- Give out any school information, including address, phone numbers, schedules etc.
- Send mass emails.
- Edit, change, remove or otherwise modify other users files

Non-School Equipment

A student may bring in personal computing equipment only under the following conditions.

- The student is sponsored by a faculty member.
- The equipment is registered with the on-site computer technician.
- The school provided anti-virus software and firewall is enabled.

Note: Personal equipment falls under the same rules as school owned equipment

By signing this document I give permission for my son/daughter to use school computers and internet according to the terms of the Lakeview Academy Computer Acceptable Use Policy. I understand that violation of the provisions stated in the policy may constitute revocation of computer privileges and/or disciplinary action, which may include suspension. Damage

to any school owned computer/technology equipment will be the financial responsibility of the student's parent or guardian, and may result in disciplinary action. This permission shall remain in effect through the end of the school year. The student will be required to sign a new Acceptable Use Agreement at the beginning of each school year.

Name: _____ Core Teacher (or Advisory): _____

(Last, First, Middle)

Student ID #: _____ Date: _____

Students Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Email Address: _____

Note: your email address will give us ability to communicate upcoming events and students progress.

Lakeview Academy Teacher, Faculty, and Volunteer Computer Acceptable Use Agreement 2009-2010 School Year

Jlincoln 8/4/09 5:11 PM

Deleted: -

Privileges

The use of school computers [and school e-mails](#) is a privilege and is an integral part of the educational program; they are intended for educational purposes. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited research. Computer services provided by Lakeview Academy are not intended for personal or private use. System administrators will determine appropriate use and access. Their decision is final, but can be appealed to the board. Users have no expectation of privacy of electronic data. System Administrators monitor, log, and may review any or all files and/or messages. Lakeview Academy retains the right to impose upon any employee disciplinary measures that may include termination for a violation of this policy.

School Responsibility

Lakeview Academy takes internet safety very seriously. Strict measures, such as internet filters are in place so that inappropriate material is not accessible to system users. 100% internet safety is not guaranteed and some content which may be offensive may still be accessible. Lakeview Academy makes no warranties, either expressed or implied, that the computer and/or network services provided through the system will be error-free. Lakeview Academy will not be responsible for either accuracy/quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

Terms and Conditions include but are not limited to

Users will:

- Immediately report equipment failures to the system administrator.
- Report unacceptable internet sites, and use to system administrator.
- Follow basic net-etiquette and be a good network citizen.
- Immediately report any damage to equipment to the system administrator

Users will not knowingly use school computers, equipment, or facilities to:

- Engage in illegal activities defined as a violation of local, state, and/or federal laws.
- Engage in hacking activities in any form. This includes but is not limited to corrupting, destroying, or manipulating system data or changing computer configurations.
- Access or distribute pornographic, obscene, or threatening materials.
- Use one's identity, misrepresent one's identity or use another's identity in any form of electronic communication.
- Communicate with vulgar, defamatory or threatening language, graphics, or artwork.
- Violating copyright or intellectual rights.
- [Use email address for social networking sites such as face book.](#)
- Send mass emails.
- Edit, change, remove or otherwise modify other users documents, except for the purpose of collaboration.

Jlincoln 8/4/09 5:10 PM

Formatted: Bullets and Numbering

Non-School Equipment:

A user may bring in personal computing equipment only under the following conditions.

- The equipment is registered with the on-site computer technician.
- The school provided anti-virus software and personal firewall is enabled.
- Users shall not install unapproved hardware on or connect it to network, or make changes to software settings that support school hardware.

Note: Personal equipment falls under the same rules as school owned equipment

Installation:

- No software, including freeware or shareware, may be installed on any computer until cleared by the network administrator.
- The administrator shall verify the compatibility of the software with existing software and hardware, and prescribe installation and uninstall procedures.
- Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Software installed on Lakeview computers, must comply with copyright laws.
- License agreements and proof of purchase (copy or original) must be filed with the system administrator.

E-mail Policy:

- Employees shall have no expectation of privacy when using Lakeview e-mail or other official communication systems.
- E-mail messages shall be used only to conduct approved and official school business.
- E-mail address shall not be used for social networking sites.
- All users must use appropriate language in all messages.

Jlincoln 8/4/09 5:10 PM

Formatted: Bullets and Numbering

Users are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Name: _____ Signature: _____

(Print)

Date: _____

Classified Records Policy



Developing youth who are
CAPABLE
CONFIDENT &
CONTRIBUTING

Policy Type: Required Policy
Policy Title: Classified Records

Classified Records

The following records will be classified as private at Lakeview Academy. These records will only be released to the individual who is the subject of the record or a person authorized or given permission to receive the records.

- Performance evaluations, reprimands or race, religion or disability records of a former or current employee or applicant
- Grievance filed by or against an employee
- Personal financial data unless classified as public
- Agency records that would conflict with fiduciary obligations
- Information deemed an unwarranted invasion of personal privacy
- Records received from other government agencies with the condition that they remain private.